

OFFICE OF THE SECRETARY OF STATE APPLICATION FOR RECORDS RETENTION SCHEDULE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form, Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Human Resources Application Date Application Number Division of Administration 76-220 June 24, 1976 Patient Accounts Unit Date Completed
1976 **Application Number** Date Received 47 Trinity Avenue, Rm. 318-H JUN 28 1976 DHR-74 Atlanta, Georgia 2. Person to Contact Working Title Telephone Number Director Gwen Brewster 656-4860 3. Action Requested 4. 🖸 Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. c. Amend Application No. Check One: C Change; C Supercede; C Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest 1972 Patient Accounts Patient Payment Summary Files Present 62 Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Administration is responsible for providing administrative support to the Department. This includes general accounting services; budget development and management; general support services; data processing and management information systems; patient accounts services; and personnel services. The Patient Accounts Unit is responsible for actively investigating each patient's ability to pay upon entering any State hospital; applies and collects for cost of care from hospital. This office also received Medicare insurance, Medicaid checks, personal net income or other benefits and applies them to individual accounts, checking to be sure there is no overpayment. 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Listings, identifying payments made by patient income sources to DHR. Computer Included are: 1 listings identifying hospital #, patient account #, payee code, patient name, payee name, deposit date and amount of payment.

File is arranged: chronologically by year thereunder by month, thereunder alphabetically by patient's name. 8. Monthly Reference Rate How often are records referred to which are: ; Seven to twelve months old  $\frac{5}{2}$ ; Thirteen to twenty-four months old  $\frac{5}{2}$ One to six months old. twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers \_ \_\_: Legal-size drawers .; Shelves ... .; Other (specify) AR-50-71; Rev. 76

YES NO 10. Questionnaire	- IDL HVII :			
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<b>v</b> 1	ficial copy of the ser	ries?		•
A If not, where	·		Local Control of the	
X Confiden	es contain confident ntial Client i	nformation	requiring security handling? If yes, cite law or regul	ation.
X c. Is this a vital	record?			
	ies have historical or			
1 77 1 .			necessary to keep the entire file for a long period, cou	ild these
gocuments bi	e scheduled separate		The state of the s	
T. IS the inform			ublished? If yes, attach copy.	<del> </del>
	copy. Annual		nalyzed and/or recorded in a summarized report?	
h. Is there a dup			e, or in another office or agency?	
	2			
			microfilmed? Request for COM attached	<del></del>
L_Does the rect	ord series result in a			
1. Retention Requirements	The fo	ollowing require	as the series to be kept:	
a. State Law		years.	d. Audit period	years.
b. Statute of limitation	· ·	years.	e. Administrative need7	years.
c. Federal law		years.	f. Federal retention instructions3	years.
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Attach copy or excert of	laws or regulations.	. Explain admin	nistrative need.	
Based, on previous	reference ex	perience, P	Patient Accounts need files for a 7 y	year period.
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2. Approved Disposition Ins		<u> </u>	ands that the file series be cut off at the end of each:	**
	П с.		Fiscal Year;  Other	then.
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